

ARTICLE XVII. VACATION

- 17.1 Vacation shall be accumulated on the following basis:

Years of Service	Vacation Hours
0-1	48
2	96
3	104
4	112
5	120
6	128
7	128
8	136
9	136
10	144
11	144
12	152
13	160
14	168
15	176
20	200

- 17.2 All vacation pay shall be accrued, and in the event an employee's employment is terminated for any reason, the employee shall receive, upon their termination the vacation pay which they have coming to them at that time on a pro-rata basis. No more than four consecutive weeks of vacation can be taken at one time. In computing vacation pay, length of service shall be based upon the anniversary date of the day an employee commences employment.

- 17.3 Vacation carry over maximums are set at the following:

0-5 years of employment	120 hours maximum
6-10 years of employment	180 hours maximum
11 years and longer of employment	300 hours maximum

ARTICLE XVIII. SICK LEAVE

- 18.1 **Sick Leave:** All employees of the City shall be entitled to accumulate one day of sick leave for each month of employment. Sick leave may be used for mental or physical illness, injury or other health condition, or the treatment, diagnosis, care or preventative care, of the employee or family member as defined in Minn. Stat. § 181.9445. Sick leave may also be used due to the domestic abuse, sexual assault or stalking of the employee or family member. Employees may use sick leave due to communicable disease or public emergency as set forth by statute. The Employer may require verification of the use of sick leave when an employee has been absent for three consecutive days. Verification shall be consistent with the requirements of state law.
- 18.2 Effective January 1, 1997, employees with sick leave balances in excess of 160 days (eight (8) hours each) shall receive four (4) hours of sick leave (to be placed in a prolonged illness sick leave bank) and four (4) hours of vacation for each month of employment. For employees who have accumulated in excess of 160 days of sick leave, this Agreement shall start from the balance accrued as of January 1, 1997 and shall not be retroactive.

20. Holidays

All employees whose work week is other than regularly scheduled Monday through Friday, shall receive a credit for 132 hours that shall be taken as additional vacation days. Employees scheduled Monday through Friday shall receive an equal number of hours for holidays. These days must be taken during the year in which they are earned. Employees shall earn 5.08 hours of holiday benefit for each pay period or major fraction that the employee works during the contract year. For the eleven (11) holidays that follow, if worked, employees shall be compensated at 1 1/2 times their wage rate:

New Year's Day	Labor Day
Presidents Day	Veterans Day
Martin Luther King Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Juneteenth	Christmas Day
July 4th	

Effective July 1, 2003, when an employee works overtime on Christmas Day, New Year's Day, 4th of July, or Thanksgiving Day, the employee shall receive double time the rate of pay.